

Local Procedure 21: Selection and Appointment December 2023

I. Summary

This local procedure for selecting and appointing candidates for employment shall be used to inform the campus of the requirements and procedures to select and appoint candidates, conduct background checks, and employment eligibility verification, as well as the employment of near relatives.

It is the policy of the university to select and hire in its judgment, the candidate who possesses the skill, knowledge, and abilities to best perform the duties and responsibilities of the position.

II. Related Policies and References

[Personnel Policy 3](#) – Types of Appointment

[Discrimination, Harassment and Affirmative Action in the Workplace](#)

[Personnel Policy 20](#) – Recruitment and Promotion

[Personnel Policy 21](#) – Selection and Appointment

[Personnel Policy 22](#) - Probationary Period

[Personnel Policy 30](#) - Compensation

[Personnel Policy 64](#) - Termination of Job Abandonment

[UCR Policies and Procedures 650-28](#) – Employment Eligibility (Form I-9)

[UCR Local Procedure on Giving Employment References](#)

III. Definitions

Applicant: An individual who expresses interest in a specific open position by submitting an employment application or similar documentation via the established application process.

Background Check: The process of gathering and reviewing a candidate's records to determine their applicability to initial or ongoing employment. A background check may encompass a variety of verifications including, but not limited to employment history, criminal history, national sex offender search, education, credit history, driving history, credentials, or professional licenses report.

Candidate: An individual who meets the minimum qualifications for the position for which they applied.

Consumer Reporting Agency: A third-party vendor that collects information about a candidate from various sources and compiles a report used for employment purposes.

Credit History Background Check: The process of gathering and reviewing a candidate's comprehensive credit history.

Criminal Record History Background Check: The process of gathering and reviewing a candidate's criminal record history, including any felony or misdemeanor convictions.

Education Verification: The confirmation that a candidate possesses the degree(s) from a verifiable institution, as listed on the employment application, resume, cover letter or other documentation provided by the candidate.

Employment Verification: The confirmation that a candidate's employment history as listed on the employment application, resume, cover letter or other documentation provided by the candidate is accurate.

Fingerprinting: The method is used to review a candidate's criminal record, including state and nationwide checks, based on the candidate's fingerprints.

Government Security Clearance: The determination that a candidate is eligible for access to classified information.

Motor Vehicle Report (MVR): A report issued by the Department of Motor Vehicles, which details the driving record, by individual name(s) and driver license number(s), for each request submitted and indicates the status of the applicable driver's licenses.

Near Relative: An employee's relationship by blood, adoption, marriage, or domestic partnership including spouse; domestic partner; parent; child; sibling; aunt/uncle; niece/nephew; first cousin and in-laws or step-relatives in one of these relationships, including relatives of an employee's domestic partner in one of the relationships listed above; or other persons for whom the employee is legally responsible.

Position: A specific set of duties, responsibilities, knowledge, skills, level of supervision, and other requirements which are based on a job and that comprise the work assignment of an individual employee at a particular location. A specific set of duties, responsibilities, knowledge, skills, level of supervision, and other requirements which are based on a job and that comprise the work assignment of an individual employee at a particular location.

Reference Check: The process of obtaining information about a candidate's qualifications, performance, work experience, and conduct with previous employers, colleagues, clients or other professional contacts. The process of obtaining information about a candidate's qualifications, performance, work experience, and conduct with previous employers, colleagues, clients or other professional contacts.

IV. Policy

In accordance with University of California Personnel Policies for Staff Members PPSM-20: Recruitment and Promotion, the University of California (UC), Riverside campus is responsible for demonstrating good faith efforts to obtain a diverse applicant pool. Selection criteria, including experience, education, knowledge, and other qualifications, must be job-related and based on the position description. Selection criteria must be applied equally and consistently to all applicants.

The hiring authority shall follow the procedures for a nondiscriminatory selection process to foster and promote equal employment opportunities as outlined in PPSM-21: Selection and Appointment, PPSM-20: Recruitment and Promotion, and local procedures as well as the [Office of Title IX, Equal Opportunity & Affirmative Action](#) (TIX/EOAA) website.

V. Procedures

Once the recruitment posting period process is complete (refer to [Local Procedure 20: Recruitment and Promotion](#)), the candidate selection process will take place.

A. Selection Committee

1. The committee will meet to discuss the interviewees. Committee members will need

to assess the extent to which each candidate met their selection criteria. The search committee's documentation of the assessment of candidates will be helpful in justifying decisions and making them as objective as possible.

2. When the committee has identified the candidate recommended for hire, the reference process can begin.

B. Selection

1. The hiring authority in consultation with their department Human Resources may perform the screening, interviewing, and selection process, or have a committee perform the process, depending upon the recruitment plan.
2. The hiring department should give due consideration to an eligible current university employee seeking a transfer or promotion opportunity.
3. University retirees may be reemployed in accordance with the [UC Policy on Reemployment of UC Retired Employees Into Senior Management Group and Staff Positions](#).
4. Special employment considerations must be given as follows:
 - a. An employee who was indefinitely laid off and who did not receive severance has preference for reemployment under [PPSM-60: Layoff and Reduction in Time from Professional & Support Staff Career Positions](#);
 - b. A former employee who was medically separated and is eligible for special reappointment in accordance with [PPSM-66: Medical Separation](#); or
 - c. A current employee who becomes disabled and is eligible for reassignment in accordance with [PPSM-81: Reasonable Accommodation](#).
5. A record of the selection process must be maintained by the hiring department for recording and auditing purposes and align with the [University of California Records Retention Schedule](#) and [UCR's Local Procedure 80: Staff Personnel Records](#).

All materials relevant to the selection of applicants and the recruitment process must be uploaded into the HRMS Recruitment Module. Department Human Resources (Department HR) representatives who are responsible for recruitments, must ensure applicants who have not been selected for an interview have a reason code for "non-selection" entered into the HRMS Recruitment Module.

Effective March 2024, Central Human Resources (Central HR) will require the Interview Planning Checklist below to be completed and uploaded into the HRMS Recruitment Module. Until that time, we recommend departments become familiar with the checklist and develop processes within the department to utilize the checklist (**Appendix A**).

6. In situations in which an executive search firm is engaged for Senior Management Group (SMG) recruitments that are not posted in the HRMS Recruitment Module, all documentation associated with the recruitment must be maintained by the department in accordance with the above mentioned retention schedule and the Equal Employment Opportunity (EEO) Report for Executive Search Firms must be completed and sent to the Title IX, Equal Opportunity and Affirmative Action (TIX/EOAA) office.

C. Employee Release Time

With advance notice and if the interview occurs during the employee's normal work hours, an employee must be granted reasonable time off with pay to interview for a position at:

- a. The employee's current UC location; or
- b. Another UC location, for a length of time equal to the time required for an interview at the employee's current UC location.

D. Reference Checks

As a public employer, the university is covered by the provisions of the [California Information Practices Act of 1977](#). In most situations, the Act requires that information obtained from a reference check, including the source of the information, may not be withheld from the candidate and is to be released to the candidate upon request.

1. Prior to making an offer of employment, the hiring authority should contact the final candidate and inform them that they are moving to the next stage of the recruitment process, which is checking references. A minimum of two individual reference checks of the candidates former or current manager/supervisor must be conducted on all candidates recommended for hire, including current UC employees.
2. An Authorization to Release Information form must be signed by the candidate recommended for hire.
 - a. The receipt of the signed authorization form from the final candidate must be received prior to contacting current and or previous employers, if the department is not using Skill Survey.
 - b. All questions asked must be related to the job and linked directly to the position, responsibilities, and requirements, such as candidate's skills, qualifications, and behaviors that are important to the hiring manager's decision.
3. Individuals with knowledge of the candidate's employment performance, qualifications, and behavior should be contacted; however, the candidate may request that the current supervisor not be contacted.
4. In addition to conducting reference checks, if the candidate recommended for hire (final candidate) is a current or former employee of the UC, the hiring manager should review the employee's personnel file. Follow these steps to conduct the file review of the finalist if they are a current or former employee:
 - a. The hiring authority or designee should contact the finalist and notify them of the next step in the recruitment process, which is a file review and reference

check.

- b. Ask the final candidate to provide the name and contact information of their former HR representative. If they have the information, call or email the HR representative and inform them of your need to conduct a file review and make an appointment to examine the contents. If the final candidate does not have the HR representative's contact information, please follow these steps:
 - 1) Contact the HR representative in the finalist's current or former department to schedule an appointment to review the file.
 - 2) In special circumstances, please contact Central HR for assistance.
- c. If the finalist is from another UC location, follow the steps above to identify the contact information of the HR representative. Contact the representative and request a copy of the file contents by email (scan/zip) or send a copy of the file via express mail (e.g., FedEx).
- d. Upon completion of the file review, if you identify any questionable content, please consult with your UCR Central HR representative.

5. On-line Reference Checking

The university has contracted with SkillSurvey, an on-line applicant reference checking tool, to survey reference feedback on approximately 20 behaviors and skills that correlate to success in a given job type. For system access to SkillSurvey, the Organizational Unit will need to contact a Talent Acquisition Representative in Central HR.

- a. The candidate will be prompted to enter their professional references (minimum of two (2) supervisors/managers and up to five (5) references) directly into the SkillSurvey tool. Once entered, an email notification is sent to each reference requesting their anonymous feedback. The references are assured their input is not personally identifiable.
- b. Under certain circumstances, if additional information is needed (e.g., low ratings on a particular skill or behavior), additional references may be contacted by entering their information into the SkillSurvey tool or by conducting a phone reference.
- c. For more information on SkillSurvey and/or to view a sample report, refer to the Recruitment Tools and Resources. Your department HR representative can assist with executing a SkillSurvey for your final candidate and or contact your Talent Acquisition recruiter for any additional support.

6. Phone Reference Checks

While it is highly recommended that hiring departments utilize the on-line SkillSurvey tool to conduct reference checks, certain circumstances may require the need to conduct references by phone. Prior to conducting a phone reference, be sure to review **Appendix B**.

7. Giving a Reference

General guidance on responding to reference checks can be found on the HR website at <https://hr.ucr.edu/education/employment/givingreference.html>.

E. Offer Letter

1. Upon successful completion of the reference checks, the offer process can begin. Prior to initiating the contingent offer, it is recommended that a final review of the selection process is completed as follows:
 - a. Review the duties and responsibilities of the position and ensure they were accurately described and reflected in the job description and interview process.
 - b. Review the selection criteria used to ensure they were based on the qualifications listed for the position.
 - c. Confirm interview questions clearly matched the selection criteria.
 - d. Confirm all applicants were treated uniformly in the recruitment, screening, interviewing and final selection process.
 - e. Should there be any issues with the above, contact your organizational unit HR representative.
2. Initiating the Offer
 - a. Once the final check of the selection process has been completed and the final candidate has been confirmed, the Committee Chair or designee will ensure that all applicant disposition codes are correct and that the confirmed candidate is noted as “Best Qualified/Selected for Hire” will auto populate in the HRMS Recruitment Module’s “Final Action” tab.
 - b. The department HR representative should be notified of the finalist’s name, salary and start date and enter the selection information into the “Final Action Tab” in the HRMS Recruitment Module.
 - 1) The department HR representative reviews the requisition in the ATS and ensures all applicants on the requisition have been assigned a decision code.
 - 2) The department HR representative forwards this information to the organizational unit’s HR representative for review and approval.
 - 3) Once approved, the department HR representative notifies the Committee Chair or designee of offer approval.
 - 4) The Committee Chair or designee makes the offer to the finalist. (Note: A verbal offer of employment and the finalist’s verbal acceptance creates a contractual relationship – therefore, ensure the offer has been approved prior to verbally offering the position in addition to ensuring that any approvals as indicated in PPSM-30 are adhered to).
 - 5) The department HR representative will construct the contingent offer letter or partner with their shared service center using the offer letter templates located in the Talent Acquisition section of the HR webpage under HR Forms and Documents.
 - 6) The department HR representative should review the contingent offer for accuracy, submit it to the organizational unit HR representative (if applicable) for final review and send to the Committee Chair for

presentation.

If your organizational unit has a shared services model, please contact your department HR representative for assistance with the offer letter process.

3. Negotiating the Offer

- a. Whenever possible, it's recommended that the department's best offer be made the first time as this displays proper market and internal equity practices and demonstrates good faith to the applicant.
- b. When offering the finalist position, be sure to discuss the total compensation package (in addition to salary) such as paid time off and retirement benefits. (Please review Local Procedure for PPSM-30: Compensation for guidance on determining equitable salary offers and when Human Resources' recommendation or approval is required.)
- c. UCR benefits and retirement programs are great selling points. In many cases, they are a key factor when deciding to accept or decline the offer. Finalists with additional benefit related questions should be referred to the Benefits webpage or to a member of the HR Benefits team.
- d. Lastly, if possible, discuss the learning and development opportunities which may be available to them in achieving their professional goals.

4. Countering the Offer

- a. Despite your best offer, there may be instances where the applicant declines.
- b. Applicants decline offers for various reasons and it may not be due to the offered salary. Discuss with the candidate their reason for declining the offer.
- c. If an offer is declined due to salary, the department may make a counteroffer provided the amount is within the appropriate guidelines for the role and the department.
- d. Counteroffers must be reviewed and approved by the organizational unit HR and ensure they adhere to any approvals as indicated in Local Procedure for PPSM-30: Compensation.

The contingent offer has been signed and returned; the next step is to conduct the background check as satisfactory results must be obtained prior to start of employment.

F. Background Checks (Revised 10/01/2023, updated 11/01/2023, 01/08/2024)

Candidates hired into critical positions must pass a criminal history background check prior to commencement of the appointment. Current UC Riverside employees who move to other positions will require a background check, unless the most recent check was conducted within the past six (6) months. Employees rehired into critical positions after a break in service of more than six (6) months or if no record of a prior background check exists, the candidate must complete a satisfactory background check. If a candidate is transferring from another UC campus to a critical position, a new background check is required.

The type of background check required must be identified at the commencement of a

recruitment and clearly identified in the job posting.

1. Identification of Critical Positions and Types of Criminal History Background Checks

a. Critical Positions

Positions that include functions with the potential to incur human, financial, property loss, or other significant risk to the university and its constituents. All UC Health Medical Centers, Student Health Center, and Senior Management Group (SMG) positions are designated as critical and require criminal history background checks. The appropriate type of criminal background check must be identified on the basis of position duties and responsibilities criteria. (Refer to the matrix in section F.1.c. for details.)

b. Types of Criminal Background Checks

1) Agency Check

This type of background check performs a social security number trace to search for names and addresses associated with the social security number submitted by the applicant to conduct a criminal record search of the last seven (7) years (e.g., by jurisdiction, county, state and district). The university currently contracts with HireRight (an outside agency) to perform these services including international background screening.

2) Fingerprinting Check

This type of background check is administered by the State of California's Department of Justice (DOJ) to search statewide Criminal Offender Record Information (CORI) utilizing the Live Scan system to transmit fingerprints electronically to the DOJ database.

Effective December 31, 2023, California DOJ will restrict access to FBI national criminal records to the three federal statutes: 1) Public Law 105-277; 2) National Child Protection Act of 1993; and 3) Public Law 92-544.

To align with penal code section 11105.3(a), UCR will only request from DOJ/FBI records of all convictions and arrests involving sex-related crimes, drug-related crimes, or violent crimes of a person applying for a license, employment, or volunteer position involving supervisory or disciplinary power over, where the person will be caring for children, the elderly and disabled.

For applicants applying for positions in the police department (campus safety), UCR will have access to the federal database for sworn officers in law enforcement positions that have a statutory requirement. If a Federal Bureau of Investigation (FBI) criminal background check is requested, the fingerprint images are forwarded to the FBI to perform a fingerprint-based search of records in the national criminal history database.

c. The following matrix can be used to determine the type of criminal background check:

Type of Background Check to Use	Critical Position Duties and Responsibilities Criteria	Candidate & Position Type	Requirement
Agency Check	<p>Direct access to and/or responsibility for personal and university property (e.g., staff research associates, animal technician, auto technicians, fleet services, storekeeper) *, limited access to personal/institutional sensitive and or confidential information, access to cash or cash equivalents, authority for committing financial resources and enter into contracts and agreements.</p> <p>Direct access to and/or responsibility for building master keys, access/responsibility to controlled substances, information related to national security, sensitive and confidential personal/institutional information with universal access to confidential and personally identifying information, operating commercial vehicles, machinery or toxic systems that could result in accidental death, injury or health problems,</p>	<p>New Hire: Casual/Restricted, Career (PSS & MSP), Contract, Limited, Volunteer, Affiliates</p> <p>Other: Transfer, promotion, lateral, rehire, demotion</p>	Conduct Pre-hire Required if more than six (6) months since last criminal history check if moving to a critical
California DOJ/FBI	Involving supervisory or disciplinary power where the person will be caring for children, disabled and the	New Hire: Casual/Restricted, Career (PSS & MSP), Contract, Limited, Volunteer, Affiliates	Conduct Pre-hire Required if more than six (6) months since last criminal history check if

	elderly. Police Department - Sworn Officers	Other: Transfer, promotion, lateral, rehire, demotion Other: Transfer, promotion, lateral, rehire, demotion	moving to a critical	d.
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2. Additional Types of Background Checks

Certain positions may require additional background checks. Such checks should be discussed with Employee and Labor Relations (ELR) and included in the initial job posting. A satisfactory background check must be completed (and the candidate must be cleared for hire) prior to commencement of the appointment.

Additional types of background checks include, but are not limited to:

- a. Credit history check
- b. Employment verification
- c. Reference check
- d. Review of Department of Motor Vehicle (DMV) records (as required for the position)
- e. Verification of educational degree, license or certificate (as required for the position)
- f. Government security clearance (e.g., radioactive materials)
- g. Post-offer pre-employment medical examination

3. Background Check Process

The cost of criminal background checks is funded by the hiring authority.

a. Agency Check

- 1) The department orders the background check through HireRight via their online ordering website <https://www.hireright.com> by entering the pertinent information. To request a HireRight background check, the department's requestor needs a user profile. The user profile can be obtained by:
 - i. Obtaining department head approval for access; and
 - ii. Emailing a request for access to Central HR by contacting Talent Acquisition at **Talent@ucr.edu**.
- 2) HireRight will transmit results to Talent Acquisition, normally within five (5) business days. Additional background screenings such as education and employment verifications may take up to five (5) to ten (10) business days. Result will be provided within three (3) business days from receipt of completed results.
- 3) Talent Acquisition will notify the background check requestor and the appropriate Shared Services Center (SSC) when the candidate successfully clears the background check clearance. The requestor may also view the status of the background check on the HireRight website.

- 4) If a candidate requests a copy of their consumer report, HireRight will automatically provide a report.
 - The final candidate(s) will need to select an option to receive a copy in the HireRight system.
 - If a candidate is uncertain on how to obtain a copy, they can request instructions from Talent Acquisition.

b. Fingerprinting Check

- 1) The organization's assigned Shared Service Center (SSC) will contact a Live Scan center and make an appointment for their candidate. A copy of the UCR Justification for DOJ/FBI Background Check should accompany the request (refer to **Appendix D**).
- 2) Employment-related fingerprinting services are available through R'Shared Services Center (RSSC). The website for location/map is <http://livescan.ucr.edu/contact.html>.
- 3) The candidate must be provided with the "Request for Live Scan Service" form <https://livescan.ucr.edu/> and must bring the acceptable identification document(s) as listed in <http://livescan.ucr.edu/required-information.html> under the "Required Information" section. Candidates must bring these documents to the fingerprinting appointment.
- 4) DOJ transmits results to the Central HR office. Fingerprinting results are generally received within ten (10) calendar days. In some instances, results may be delayed for a longer period. Final results will be provided within three (3) business days from receipt of completed results.
- 5) Talent Acquisition will notify the appropriate SSC and hiring department whether or not the candidate successfully passed the fingerprinting clearance.

4. Responsibilities

a. Human Resources

- 1) Job codes associated with DOJ/FBI background checks are listed in **Appendix C**. Those not listed but may require a DOJ/FBI background check should be reviewed by the department HR representative for further evaluation. Note, the hiring departments may require a more stringent check based on the specific responsibilities of a position. If a DOJ and/or FBI background check is required a justification must be written and uploaded into the HRMS Recruitment Module (refer to **Appendix D**).
- 2) ELR is responsible for approving requests for additional types of background checks (refer to **section V.F.2**).
- 3) Talent Acquisition is responsible for receiving all background check results and communicating results to the hiring department and appropriate SSC.
- 4) When information regarding a criminal conviction is received, ELR will review and determine whether there is any conflicting or potentially

disqualifying information.

- 5) ELR will conduct an individualized assessment in accordance with PPSM 21, including review of any information provided, in order to make a final determination as to whether the candidate is eligible to hold the position.

a) Initial Assessment

- If, the conviction would not be disqualifying, ELR notifies Talent Acquisition that the candidate has cleared the background check.
- If the background check contains a criminal conviction or other potentially disqualifying information, ELR will conduct an initial individualized assessment, including the nature and gravity of the offense(s); the length of time that has passed since the offense(s) occurred and/or completion of the sentence, as well as the candidate's age at the time of the offense; the nature of the position applied for; whether factors such as trauma, domestic violence, sexual assault, stalking, human trafficking, duress, or other similar factors contributed to the offense or conduct; and whether a disability (such as past drug addiction or mental impairment) contributed to the offense, and if so, whether a reasonable accommodation or treatment could or has mitigated or eliminated the likelihood of harm arising from similar conduct.
- If, following initial assessment, the conviction is potentially disqualifying, ELR sends the candidate the applicable pre-adverse action notification to the candidate at the email address noted on the employment application, and allow five (5) business days to respond (if the deadline falls on a weekend or university holiday, allow until the next business day). If the candidate responds timely to ELR in writing disputing the accuracy of the conviction history report that was the basis for the preliminary decision, then the candidate has an additional five (5) business days to respond to the notice.

b) Reassessment

- ELR conducts reassessment based upon available information, and consideration must be given to the candidate's response, if any, including evidence of rehabilitation of mitigating circumstances.
 - If, following reassessment, ELR determines that candidate IS eligible to hold the position, ELR notifies Talent Acquisition that the candidate has cleared the background check.
- 6) If, following reassessment, ELR determines that candidate IS NOT eligible to hold the position, ELR provides the candidate with the applicable Adverse Action Notice via email and notifies Talent Acquisition that the candidate has not cleared the background check. Talent Acquisition will notify the appropriate hiring department and SSC of ELR's review and recommendations including whether or not they may proceed with the hiring process.

- 7) Talent Acquisition serves as the office of record for criminal background

check results.

b. Hiring Department

- 1) At the beginning of the recruitment process, will review the default background check type assigned and determine whether a more stringent check is required based on the duties and responsibilities of the position.
- 2) Will determine the type of background check required for casual-restricted, volunteers and affiliates.
- 3) Is responsible for complying with these procedures during recruitment processes, and when assigning an employee new and/or additional duties and responsibilities that would change the required background check. In the event that it is determined that a final candidate will need a DOJ/FBI background check, a *Justification For DOJ/FBI Background Check* form will need to be completed (refer to **Appendix C and D**) and signed by the designated HR representative for the Organization unit.
- 4) Shall notify the final candidate that the offer of employment is conditional upon the satisfactory completion of the designated background check when:
 - a) a position is offered to a new hire to a critical position.
 - b) a critical position is offered to an existing employee who has been serving in a critical or non-critical position, and that employee has not completed the corresponding background check within the previous six (6) months.
- 5) Communicates background check clearance to the candidate.

c. Shared Services Centers (SSC)

- 1) Upon a candidate's acceptance of a conditional offer of employment, SSC will provide appropriate disclosures and obtain the corresponding signed consent form(s) from candidates prior to initiating the background check. SSC are required to retain copies of signed consent forms and disclosure notices in a confidential file, separate from the employee file and retain them in accordance with the UC Records and Retention Schedule.
- 2) Will update the candidate's background check information in the payroll system after receipt of background check results from Talent Acquisition.

5. Forms/Instructions

- a. Processing DOJ/FBI Background Checks through the Applicant Live Scan System:
 - 1) Should be rare and in alignment with UC Legal guidance
 - 2) Live Scan Request Form
 - 3) Applicant Authorization to Release Information Form

- b. Processing Agency Background Checks through HireRight
 - 1) Agency Background Check Request Authorization form via HireRight
 - 2) HireRight Consumer Disclosure Form

G. Employment Eligibility Verification

Under federal law, the university must only employ U.S. citizens or other individuals who are legally authorized to work in the United States.

1. Employment Eligibility (Form I-9)
 - a. The university is required to verify the identity and employment authorization of all employees hired after November 6, 1986.
 - b. Each employee must complete a Form I-9 and the department/shared service centers must retain the form in Tracker. Form I-9s completed prior to the implementation of tracker must be kept in a file that is separate from the employee's personnel file.
 - c. To ensure compliance with federal law, department/shared service centers must follow the [UCR Policies and Procedures 650-28 Employment Eligibility \(Form I-9\)](#) procedures and the PPSM-80 Local Procedures for Staff Personnel Records.
2. E-Verify in Tracker
 - a. Must be used to verify the work status of qualifying new and existing employees hired after November 6, 1986, who work directly on a federal contract or subcontract containing the E-Verify clause by using E-Verify.
 - b. E-Verify requirements are in addition to the current requirements governing the I-9 procedures.

H. Employment of Near Relatives

1. Consistent with the university's policy on EEO and nondiscrimination in employment, a candidate will not be disqualified solely by reason of near relationship to a current employee in a hiring department.

The employment of near relatives in the same department may only be permitted when such concurrent employment serves the best interests of the university. To avoid a conflict of interest, an employee may not participate in the process of reviewing or decision-making on any matter concerning the appointment, promotion, salary, retention, termination, or other management decisions or personnel related decisions regarding a near relative.

2. Prior approval by the Chancellor or appropriate designee (refer to the UCR Delegation of Authority utilizing the Request for Employment of a Near Relative) is required when near relatives would have:
 - a. A direct or indirect supervisory relationship with each other;
 - b. The same immediate supervisor; or
 - c. When two employees become near relatives and any of the work situations listed above apply.
3. For purposes of this policy, a near relative is defined as an employee's

relationship by blood, adoption, marriage, or domestic partnership including:

- a. Spouse; domestic partner; parent; child; sibling; aunt/uncle; niece/nephew; first cousin; and
 - b. In-laws or step-relatives in one of these relationships, including relatives of an employee's domestic partner in one of the relationships listed above; or
 - c. Other persons for whom the employee is legally responsible.
4. It is the responsibility of the hiring authority or designee to review the status of near relatives. If the question on the employment application which states "Do you have any relatives employed by the UC Riverside?" is marked "yes", additional inquiries should be made of the final candidate as to who the relative is and ensure compliance with the provisions in the employment of near relatives' section of this policy. Approval by the AVC CHRO first and if approved, approval by the Chancellor or appropriate designee must be obtained prior to sending an offer letter to the final candidate.
 5. When the hiring authority or designee becomes aware that two employees within a department have become near relatives and any of the above work situations apply, they shall ensure compliance with the provisions in the employment of near relatives' section of this policy.
 6. To ensure compliance, the near relative must complete the Employment of a Near Relative form, and it must be approved by the appropriate hiring authority or designee.
 7. Contact your Human Resources representative should you have any questions.

VI. Contact Information

Contact	EMAIL
Employee & Labor Relations (ELR)	Employee.relations@ucr.edu
Human Resources Policy	hrpolicy@ucr.edu
Talent Acquisition	talent@ucr.edu
Title IX and Equal Employment & Opportunity Action (TIX/EOA)	Olga.Snopok@ucr.edu

VII. Resources

Child Care Center – [General Licensing Requirements \(CA Title 22, pages 30-31\)](#)

VIII. Revision History

Technical changes were made to bring policy into compliance with legal requirements regarding consideration of certain types of conviction history, and governing what an employer must do when they intend to deny an applicant employment conditionally offered because of the applicant's conviction history.

Updated web links include additional resources in Related Information and made typographical amendments.

APPENDIX A: Interview Planning Checklist

Recruitment Checklist Items

Required Actions:

- a. Search Committee Members Trained (completed required training in UCLC)
- b. Short List Submitted to Affirmative Action for Review and Approval
- c. UC Internal (Former or Current) & External Hires – Reference Checks
- d. UC Internal Hires – File Check Complete (if conducted) Highly Recommended

“Attachments Tab” in the HRMS Recruitment Module – Interview Planning Checklist Items:

- a. Advertising Copies/Invoices (i.e., Job Target or other advertising venues)
- b. Supplemental Recruitment Plan for Women/Minority placement goals, individuals with disabilities (IWD) utilization goal, Veterans hiring benchmark
- c. Phone Screen(s) Notes (when phone screens are conducted)
- d. Interview Questions Template
- e. Pre-interview notes/evaluations of applicants/candidates
- f. Work Samples/Assessments (if requested)
- g. Assessment Results (e.g., PreValuate)
- h. Scoring Rubrics (if work samples apply)
- i. Regret Letters/Emails (for interviewed candidates)

“Final Actions Tab” in the HRMS Recruitment Module - Final Checklist Items:

- a. Signed offer letter
- b. Signed contract (if applicable)
- c. Reference checks/SkillSurvey (For all candidates)
- d. Performance Appraisals (previous copies) and review of personnel file
- e. Recommendation letters
- f. All interview notes (e.g., during and post) and candidate ratings
- g. Salary calculator/analysis
- h. Hiring decision justification (**required for each recruitment**)
 - 1. The record(s) must consist of all materials relevant to the selection process and all original documents must be retained in accordance with the University of California Records Retention Schedule. Documentation must demonstrate the selection decisions and it is required in order to comply with Office of Federal Contract Compliance Programs (OFCCP) requirements. Also, always keep in mind:

- a) The best candidate for the position was chosen based on the candidate who possess the skills, knowledge, and abilities to best perform the duties and responsibilities of the position.
- b) The candidate will help to carry out the university and department's mission.

Other Actions to Be Completed – Checklist Items

- a. Hired individual attached to job description in HRMS
- b. Ensure accommodation requests are sent to the campus disability manager (do not upload to recruitment)

APPENDIX B: Guidance on Phone Reference Checks

Prior to conducting a phone reference, be sure to:

- a. Familiarize yourself thoroughly with the information the applicant has already provided, including the application, resume, work sample (if applicable) and interview responses.
 - 1) Identify areas that require elaboration or verification.
 - 2) Set-up a telephone appointment with one or more references provided by the applicant.
 - 3) Many employers are prohibited from providing information without a release, so if requested, send the signed Reference Checking Release and Disclosure consent form and the job description (optional) in advance of your telephone call.
 - 4) Write down your questions before you call, highlighting the information you want to be verified or expanded upon.
- b. Set-up an environment that encourages the reference to respond willingly, cooperatively, and honestly. Begin your conversation on common ground by referring to information that has already been provided by the applicant.

For example: Jordan has asked to speak with you regarding information that was already shared with us during the interview process. –OR- I’m calling to verify information provided by Skye Roe.

- c. Describe the position:
 - 1) Describe the responsibilities, duties and working environment of the position for which the individual has applied.
 - 2) After describing the position, ask, “Given our requirements, what is your assessment of the individual’s qualifications for the job?”
 - 3) In addition to your prepared questions, ask follow-up questions.
 - 4) If you get a general response (“The employee is great!”), follow-up with a specific question (What did the employee do to merit that compliment? –OR- Why did the employee leave? –OR- How have things changed since the employee left?)
 - 5) If the reference provider declines to answer a question, ask if someone else might be able to share information about the topic.
- d. Ask questions that are specifically job-related:
 - 1) Do not ask about race, color, national origin, religion, sex, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran.
 - 2) Ask the same basic questions about all applicants for whom you obtain references to ensure consistency. Weigh the information you receive in the same manner for all applicants.
 - 3) Social network tools such as Facebook, Twitter and LinkedIn should not be used to conduct reference or background checks. For additional information, refer to [University of California Guidelines Recruitment Through the Use of Social Networks](#).
 - 4) Mandated Hiring Prerequisites depending upon the nature of the position and additional hiring prerequisites are the responsibility of the hiring department.

APPENDIX C: LiveScan Eligible Job Codes (as of 01.08.2024)

A justification for a DOJ and/or FBI background check form will be required.

Code	Title
6133	K to 12 Educator 2
4534	K to 14 Acad Prep Spec 2
4535	K to 14 Acad Prep Spec 3
4538	K to 14 Acad Prep Supv 2
4500	Acad Achievement Cnslr 2*
4501	Acad Achievement Cnslr 3*
4254	Advocacy Supv 2
4020	Advocate 3
4412	Americorp Member
335	Ath Mgr 2
337	Ath Mgr 4
4138	Ath Supv 2
9455	Ath Trainer 3
5719	Beh Health Cnslng Mgr1
5718	Beh Health Cnslng Mgr 2
6811	Beh Health Cnslng Supv 2
4459	Beh Health Counselor 3 HX (Counseling & Psychological Svc, Health & Wellness Case Mgmt
4460	Beh Health Counselor 4 HX
7449	Broadcast Comm Spec 1*
9293	Cert Phlebotomy Tchn 2
4108	Child Dev Ctr Ast
4107	Child Dev Ctr Teacher
4105	Child Dev Ctr Teacher 2
8939	Clin Lab Sci Spec
6569	Clin Lab Supv 2
9138	Clin Nurse 3
570	Clin Nurse SHS Mgr 1
9360	Clin Ops SHS Supv 2
9558	Cnslng Psychologist 3 HX
9976	Cnslng Therapist 3 HX GF
5045	Coach Ast 1
5046	Coach Ast 2

5115	Coach Ast 3
5840	Cmty Educ Spec 1
5838	Cmty Educ Spec 3
5836	Cmty Educ Supv 2
0436	Early Childhood Educ Mgr 2
4150	Early Childhood Educ Supv 2
6293	Events Spec 4*
332	Head Coach 5
4397	Health Educator 2
4398	Health Educator 3
4399	Health Educator 4
2716	Intern-Clin Psych-Genl Camp
8994	Med Ast 2
9213	Med Ofc Svc Crd 2
9119	Nurse PD
9146	Nurse Pract 3
9249	Pharmacist PD
581	Pharmacy SHS Mgr 1
9282	Pharmacy Tchn 2
586	Physcn SHS Mgr 1
587	Physcn SHS Mgr 2
586	Physcn SHS Mgr
5645	Police Chf Mgr 4
5977	Police Lieutenant Mgr 1
5323	Police Ofcr
5314	Police Sergeant Supv 2
5037	Police Svc Supv 1
5216	Publ Sfty Dispatcher
5217	Publ Sfty Dispatcher LD
5231	QA Chef 3*
9022	Radlg Tchno Sr
4127	Recr Prg Instr 1
4128	Recr Prg Instr 2
4402	Recr Prg Leader 2
4400	Recr Prg Leader 4

4137	Recr Supv 2
4208	Regl and Complnc HC Spec 2
4207	Regl and Complnc HC Spec 3
6598	Regl and Complnc HC Supv 2
5326	Scrty Guard Sr (Police)
6001	Stdt Health Physcn 4
6000	Stdt Health Physcn 5
319	Stdt Life Dev Mgr 1
4564	Stdt Life Dev Spec 3 (Campus Advocacy Resorc & Educ, and SWIFT)
8968	Ultrasound Tchno Sr PD
8917	VOC Nurse
8918	VOC Nurse PD
8916	VOC Nurse Sr

* For those who work in VCSA and/or Athletics

To be completed once a final candidate has been selected.

Note: This document must be uploaded in the HRMS Recruitment Module.